



Barony of Aarquelle

EVENT PROPOSAL / PLANNING WORKBOOK

Event Name: _____ **Date(s):** _____

Steward: SCA Name: _____ Mundane: _____

Membership Number: _____ Expiration Date: _____

Brief Description of Event: _____

Will There Be a Feast/Lunch? _____ Will there be Merchenting? _____

Will This Be a Camping Event? _____ Will This be a Public Event? _____

Will there be Marshaled Activities? _____ Is This a Kingdom-Level Event? _____

Proposed Location: _____

Proposed Duration: _____

How many paying adult SCA members do you think will attend? _____

Proposed Site Fee: _____ Feast Fee: _____

Proposed Event Staff

Position *	SCA Name	Mundane Name	Member# / Expiration
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Gate / Money Handler _____

* Marshal-in-Charge, Set-up & Tear-down, Class Coordinator, Feast-O-Crat, Youth Activities, Royal Liaison

Timeline & Important Dates Planning

Actual Date of Event	
Date Brought to Populace / Folkmoot for Initial Approval	<i>> six months in advance</i>
Mandatory Budget Meeting w/ Seneschal & Exchequer	<i>soon after Folkmoot</i>
Facebook Event Creation & Web Page Publication	<i>six months in advance</i>
First Outlandish Herald Submission Date *	<i>> three months in advance *</i>
Seneschal Signs Contracts & Coordinates ALL Deposits **	
Kingdom Calendar Submission Date	<i>four months in advance</i>
Seneschal Orders Any Required Insurance Certificates	<i>two months in advance</i>
Pre-Registration Deadline	
Merchant Registration Deadline	
Coordinate any equipment needs with Quartermaster	<i>two months in advance</i>
Final Date to Request Checks before Event ***	<i>two full weeks in advance ***</i>
Return any Baronial Materials to Quartermaster	<i>two weeks after</i>
Final Reimbursement Date after Event ***	<i>< one month after ***</i>
Final Event Report at Folkmoot	<i>one month after</i>

- * The Event Article MUST be published in AT LEAST TWO Outlandish Heralds for the event to be considered a legitimate SCA Event so that awards can be presented, AND for the event to be covered by SCA Liability.
- ** The Seneschal is the legal SCA representative for the mundane world as far as all contracts are concerned.
- *** All Request for Funds Forms must be submitted before any checks are written. Allow the Exchequer and Financial Committee at least two weeks to process funds requests, and issue checks.

List any possible Baronial resources required: _____

Proposed Budget— Final Budget Will Come Later

- Notice on the Timeline that ALL event budgets, and budget revisions, **must** go to the Seneschal and Exchequer for review. Once the Seneschal and Exchequer have reviewed the budget for legalities, the Exchequer brings the budget to the Financial Committee. The Committee does not approve events, but it does approve all expenditures that it deems an acceptable use of the Barony’s resources.
- Be as thorough and as logical as you can, and remember, **no starting budget should be in the negative.**
- In all circumstances, all Request for Funds Forms for budget items, and reimbursements must be submitted to the Exchequer, and approved by the Financial Committee, before any checks are issued. Plan to allow two weeks to process requests, and issue checks.

	Simple Estimated Income— Include Descriptions	Projected Amount
Projected Income	Preregistered Adult Fee \$ Attendance #	\$
	At-Gate Adult Fee \$ Attendance #	\$
		\$
	Other Fees (Describe)	\$
No Fundraiser Income	Meal Plan / Feast Price \$ How many will be sold #	\$
		\$
	How many comped Site fees # How many comped meals #	\$
Projected Income Total:		\$

	Simple Estimated Expenses— Include Descriptions	Projected Amount
Site & Amenities	Site Rental / Usage Fee (Refundable Deposit: \$)	\$
	Maintenance / Clean-Up Fee	\$
	Cleaning Materials / Supplies	\$
	Port-a-John Rentals	\$
		\$
Feast Snacks & Food		\$
		\$
		\$
	Paper & Plastic Dining/Serving Products	\$
Supplies & Other Costs	SCA Insurance Certificates (<i>Ordered by Seneschal only IF needed</i>)	\$
	Site Tokens	\$
	Gate / Program Booklet	\$
	Itemized Honoraria	\$
		\$
		\$
		\$
Projected Expenses Total:		\$

Describe any other income or expenses: _____

Event Announcement / Outlandish Herald Article Template

The Event Article MUST be published in AT LEAST TWO Outlandish Heralds for the event to be considered a legitimate SCA Event so that awards can be presented, AND for the event to be covered by SCA Liability.

Host group: _ Barony of Aarquelle _____

Name of the event: _____

Dates/times of the event (Site Open and Close should be here): _____

Name and address of site: _____

Is the site wet or dry: _____

Website URL: _ www.aarquelle.com _____

Event Steward/Feast Steward name and modern contact information (include address, phone and email)

Registration Fees (site, feast, merchant fees, etc....). Use the following nomenclature and formatting:

- Adult Member Discount Registration Fee: _____ in advance, _____ at the door
- Adult Registration Fee: _____+\$5 in advance, _____+\$5 at the door.
- Children ages 7-17 are typically half rate and the non-member surcharge is not applied. We don't want to make it harder on families to attend.
- Children under 7 years old are typically free.
- Family Cap never includes any non-member surcharges.
- (We DO NOT charge the \$5 for non-member surcharge for children, nor do we charge anyone coming in at a reduced fee the \$5 non-member surcharge. We also do not officially mention the \$5 non-member surcharge in our advertising— we give a \$5 discount to members.)
- ALWAYS provide a link to the SCA membership site so that people can join us to save the \$5. <http://sca.org/members/index.html>

Reservation information (including who to send to and complete contact information): _____

Include: Make Checks to: SCA- Aarquelle

Any reservation cut-off dates: _____

Activities: _____

Any important site information (handicap accessible, alcohol policy, etc.) _____

Directions to the site: _____

You may also want to include information about other activities, will there be merchants, food other than a feast available. Will there be showers available, off board seating for feast, etc.

Thank You for Your Interest in Serving the Barony as an Event Steward!

REQUEST FOR FUNDS FROM THE BARONY OF AARQUELLE

Please Print Clearly

Date: _____
Requested by (SCA name): _____
Legal Name: _____
Phone Number: _____
Pay to the Order of: _____
Amount Requested: \$ _____
Event Name & Date (if applicable): _____



Purpose of Funds: _____

I understand that I am required to submit receipts to document any advance or reimbursement, and that all advanced funds not accounted for by receipts must be returned to the Exchequer.

Requestor Signature (Legal Name) _____

Date _____

FINANCIAL COMMITTEE RESPONSE

____ Request for funds is granted.

Check Number: _____ Date Issued: _____ Amount: \$ _____

____ Request for funds is denied.

Explanation: _____

1st Authorized Signature _____

Date _____

2nd Authorized Signature _____

Date _____

EXCHEQUER USE

Total Spent: \$ _____ Notes: _____

Attached Receipts: \$ _____

Total Returned to Exchequer: \$ _____

Date: _____

Exchequer Signature _____

BARONY OF AARQUELLE QUARTERMASTER FORM

Please Print Clearly

Date: _____

Requested by (SCA name): _____

Legal Name: _____

Phone Number: _____

Event: _____

Date Needed: _____



Requests for Kitchen Inventory must be done at least 10 days in advance of the event. Items will be available for pick up 1 week out from the event unless there is another event in close proximity.

Kitchen Inventory must be returned within 1 week of the event. Let it be understood that inventory borrowed for use at an event must be returned in the condition it was received. It must be in the boxes or bags it came in.

Requestor Signature (SCA Name) _____ Date _____

Box Item	Item	Quantity	Initials Out	Initials In

Quartermaster Signature (SCA Name) _____ Date _____